



JOB DESCRIPTION

Title: **SENIOR COURT CLERK**

Department: Courts

Class Code: 6115

FLSA Status: Non-Exempt

Effective Date: July 5, 2015 (Rev. 07/2017)

Grade Number: 16

GENERAL PURPOSE

Under general supervision of the Court Administrator, undertakes and performs work of considerable difficulty in case processing and legal clerical duties for the Court; may serve as lead worker in providing training, assistance, guidance and support to others performing a variety of case processing and legal clerical tasks associated with work at the front counter, within the courtroom and/or court office in support of the operations of the office of the court. Acts in place of the Court Administrator as needed.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- *-- Processes court cases and performs a variety of advanced clerical and courtroom functions and requires the application of independent judgement in following and interpreting policies and procedures.
- *-- Is in charge of assigning work, supervising and instructing clerical staff and executing administrative tasks on a day to day basis, coordinating the overall office environment in coordination with the court administrator.
- *-- Arranges prisoner transportation to and from court; sets bail if ordered by the court.
- *-- Establishes and maintains court dockets; calendars court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings.
- *-- Files citations and informations and calendars court dates if necessary; notifies interested and concerned parties regarding court dates, fines, fees, etc.
- *-- Prepares, assembles and checks materials for each court session; establishes and routes case files; prepares and routes notices according to required procedures.

- *-- Performs a variety of in-court duties on a regular basis; takes minutes of court proceedings; prepares accurate minute entries which include the rulings of the court; opens and closes court as required; administers oaths to witnesses and jurors; receives, marks and stores exhibits and evidence, arranges for interpreters and schedules future court dates if needed.
- *-- Performs follow-up work subsequent to court sessions; issues judicial orders; posts information generated during court sessions to case files; prepares and routes certified copies. Ensures that prisoners are committed or released as per court orders.
- *-- Issues and recalls bench warrants in accordance with established procedures, prepares commitment and release orders; processes appeals and expungements; files complaints, small claims affidavits, informations, pleadings, defaults, motions, summons, subpoenas, minute findings, judgments, and other orders made by the court. Assists in maintaining tracking reports.
- *-- Prepares and maintains various court records, files, and indexes; enters and retrieves data through automated court information systems; may type judges' correspondence.
- *-- Receives and receipts money; balances cash drawer; posts transactions to appropriate accounts; disburses monies according to established procedures and is able to perform all cash out functions during supervisor's absence.
- *-- Assists Court Administrator in the training of new staff.
- *-- At the discretion of the presiding Judge, may conduct reviews of cases under treatment programs as outlined at sentencings dealing with Domestic Violence, DUI, and Substance Abuse.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High School graduation plus two (2) years as a Court Clerk III in the Murray Justice Court

AND

- Two (2) years experience as a clerk in a Justice or District Court, or any equivalent combination of related education and experience.

Special Requirements

- Must be bondable

Necessary Knowledge, Skills and Abilities

- Knowledge of: court practices and procedures, including most functional specialties existing in the operation; legal terminology and concepts; case flow management techniques.
- Specialized education and familiarity with DUI, Substance Abuse, and Domestic Violence laws and administrative rules as outlined by the State of Utah.
- Ability to use 10 key; frequent use of personal computer and word processing software.
- Ability to: communicate effectively, verbally and in writing; establish and maintain effective working relationships with supervisors, employees, representatives of allied agencies, and the public; prioritize tasks; evaluate own work product; evaluate effectiveness of operational procedures.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and database software, USCJIS, OMS, Judicial Workspace and CORIS; phone; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.